

**POLICY TITLE:** VOLUNTEER SERVICES  
**POLICY NUMBER:** 3700

**COMMITTEE APPROVAL DATE:** 09/05/2018  
**BOARD APPROVAL DATE:** 09/26/2018

**WRITTEN/REVISED BY:** VOLUNTEER SERVICES  
**SUPERSEDES:** 07/22/2015

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**POLICY:**

**3700** It is the policy of the Beach Cities Health District ("District") to provide a volunteer program as a community health program that serves the purpose of supplementing and enriching existing programs and services, providing involvement opportunities for community members, and increasing an individual's health and purpose through the avenue of volunteerism. Recognizing that District volunteers serve as our ambassadors within the three Beach Cities and enable the District to reach out to the community in a variety of ways, the District's Board of Directors has instituted the following policy:

**CONTENTS:**

**3700.1** District's responsibilities shall include, but not be limited to:

**3700.1.1** Provide volunteer opportunities whereby participants will gain meaningful experience that furthers the mission of the District and enhances the volunteer's wellbeing.

**3700.1.2** Insure that every effort will be made to provide an appropriate match between the volunteer's interest, abilities and availability and the District's strategic plan and operational needs.

**3700.1.3** Perform appropriate screening (e.g., criminal background check, TB test, drug screen) for volunteers based on program needs and requirements.

**3700.1.4** Provide an orientation, volunteer handbook, necessary training, and ongoing supervision.

**3700.1.5** Develop job descriptions for all volunteer positions and provide job descriptions to each volunteer.

**3700.1.6** Provide a welcoming and volunteer-friendly work environment.

**3700.1.7** Track volunteer information and measure activity such as number of hours, volunteer participation, etc.

**3700.1.8** Provide recognition activities, to include a District-wide annual recognition event.

**3700.2** District volunteer responsibilities will include, but not be limited to:

**3700.2.1** Complete District orientation.

**3700.2.2** Attend training required by each department.

**3700.2.3** Fulfill agreed-upon duties outlined in the volunteer description.

**3700.2.4** Adhere to all volunteer requirements listed in the volunteer handbook and volunteer agreement(s) such as paperwork submission, safety protocols, confidentiality, and the District's harassment policy.

**EXCEPTIONS:**

**3700.3** The Chief Executive Officer is the only person authorized to make exceptions to this policy.